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2nd Draft
ELM/jah
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Vouchered

TRAVEL

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ADVANCES OF FUNDS FOR TRAVEL

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1. PURPOSE

- a. This regulation prescribes Agency policy and procedure for obtaining an advance of vouchered funds to finance expenses relating to authorized official travel; outlines methods for accounting for funds advanced; and provides methods of collection in the event of failure to account for advances.
- b. Agency policy and procedure for obtaining advances of confidential funds for authorized official travel are embodied in Regulation Advances.

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2. GENERAL

Vouchered funds may be advanced to Agency personnel authorized to perform official travel pursuant to the provisions of the Travel Expense Act of 1949 (Public Law 92, 81st Congress, 5 USC 838) Section 15 of Executive Order 10069 dated 14 July 1949, and paragraph 96 of Standardized Government Travel Regulations. Travelers requesting an advance of vouchered funds may be required to furnish an indemnity bond where the interests of the United States would not otherwise be fully protected, such as by set-off of retirement credit

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or salary due, or by deduction from any amount due from the United States.

3. POLICY

a. Personnel authorized to perform official travel or temporary duty may be advanced vouchered funds in an amount estimated to cover per diem while away from official station or permanent post of duty, mileage allowance when the use of a privately owned conveyance is authorized, and other official traveling expenses which the traveler may be required to incur. Personnel transferred from one official station to another within the United States, its territories or possessions for permanent duty, may be advanced vouchered funds to cover the estimated cost of transportation, packing, crating, or temporary storage of household effects, as well as travel (exclusive of subsistence) of dependents in connection with the transfer.

*when
concurrent
with
cover*

b. No advance of funds shall be made when the estimated amount of the foregoing expenses is less than \$25.

c. Funds advanced shall be accounted for promptly upon completion of the travel and any excess of funds advanced over the cost of travel shall be refunded immediately, otherwise the action outlined in paragraph 7 of this Regulation shall be invoked.

4. RESPONSIBILITIES

a. The Chief, Fiscal Division, Office of the Comptroller, upon receipt of a request for advance shall:

(1) Ascertain that a travel order has been issued for performance of official travel which ~~bears~~ the signature of an official designated to authorize and approve travel.

(2) Determine the amount of funds to be advanced to the traveler.

(3) Initiate appropriate action to secure immediate refund of any

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postponement of the authorized travel.

- (4) Initiate action to ensure that all travel advances are satisfactorily accounted for upon completion of authorized travel.
- (5) Ascertain whether an indemnity bond is required.

b. Employees requesting an advance of vouchered funds for the performance of official travel shall:

- (1) Prepare and submit for approval, Standard Form No. 1038 - Revised,

"Application and Account for Advance of Funds."

- (2) When an advance of funds is required for the shipment of household effects in connection with a permanent duty transfer from one official station to another within the United States, its territories, or possessions, a statement shall be submitted showing (i) the estimated net weight of the shipment, (ii) point of origin, (iii) destination, and (iv) distance between origin and destination, for the purpose of computing the amount of funds which may be advanced, and the estimated cost of any temporary storage when same is involved in connection with the transfer.

- (3) Refund any unused portion of a travel advance promptly upon completion of the travel or, in the event of cancellation or indefinite postponement of authorized travel, refund immediately any advance obtained in contemplation of such travel. Personal checks made payable to the Treasurer of the United States for the amount of refund of a travel advance, or in lieu thereof, a copy of the receipt for cash refunded to the Travel Branch, Fiscal Division, Office of the Comptroller, shall be attached to the travel voucher.
- (4) Account for funds advanced upon completion of the travel by promptly submitting a travel voucher.

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5. AMOUNTS OF ADVANCES

a. Per Diem

all available
and other authorized expenses
The portion of the advance to cover per diem shall not exceed the amount obtained by multiplying the authorized per diem allowance by the estimated number of days the traveler will be in a travel and temporary duty status.

b. Transportation

and other allowable expenses
No advance shall be made for travel by common carrier when transportation is to be procured by U.S. Government Transportation Requests.

The portion of the advance to cover transportation when the use of a privately owned conveyance on a mileage basis is authorized in the travel order shall not exceed the amount obtained by multiplying the estimated distance by the authorized rate per mile. The advance may include an amount to cover the use of taxicabs or other local transportation between terminal and residence of the traveler, hotels, and places of business, or other authorized official traveling expenses.

c. Shipment or Temporary Storage of Household Effects

The estimated cost of shipment or temporary storage of household effects, computed on the basis of the information set forth in subparagraph 4b(2) 0 above, may be advanced.

6. PROCEDURE FOR OBTAINING AN ADVANCE

a. Funds shall be advanced only to employees to whom travel orders are issued authorizing official travel.

b. Requests for Advances shall be initiated and processed as follows:

- (1) Personnel desiring an advance of vouchered funds to finance official travel shall prepare an original only of Standard Form No.

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- (2) In the event that an indemnity bond is required, the date of the bond, and the date the bond was filed with the Agency shall be stated under "Remarks" on Standard Form 1038.
- (3) The approved Standard Form No. 1038 - Revised with an approved copy of the employee's travel order attached shall be forwarded to the Fiscal Division, Office of the Comptroller at least two workdays prior to commencement of travel.
- (4) Upon inspection of Standard Form No. 1038 - Revised, by the Fiscal Division for completeness and compliance with Agency regulations, a check shall be obtained from the U.S. Treasury Disbursing Officer for delivery to the advancee.

7. ACCOUNTING FOR ADVANCES

- a. Travel advances shall be promptly and completely repaid by deduction from the amount due the traveler as shown by the travel voucher except when travelers are continuing in a travel status and require the continued use of the advance. All travel vouchers submitted by employees to whom funds have been advanced shall complete the statement relative to funds advanced as called for on the travel voucher. Any excess of funds advanced over the reimbursable cost of travel shall be refunded by the traveler as outlined in subparagraph 4b(3) above, upon submission of the final travel voucher for which the funds were advanced.
- b. In the event the advancee fails to refund any unexpended balance of \$20 or less, the amount shall be recovered by set-off of salary without prior notice to the employee.
- c. When the advancee fails to refund an ^{unexpended balance in} excess of \$20 notification shall be given that if the amount is not repaid by a certain date, not in

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excess of ten days, the following appropriate collection action shall be taken:

- (1) Set-off of salary due.
- (2) Claim against the bonding company.
- (3) Deduction from any amount due the advancee or his estate by the United States Government.
- (4) Any other legal method of recovery as may be expedient under the circumstances.

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